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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 29 January 1971

1. Position Classification:

25X1A a. In surveying NE Division, 15 position audits have been conducted and descriptions written concerning positions in the [REDACTED] In addition, considerable effort has been spent advising officials of the changes we believe appropriate concerning the organization and functions of the Branch.

25X1A b. In the review of the Office of Communications positions, a meeting was held with support officials with respect to the proposed realignment in the [REDACTED] In addition, discussion was held with OC/Special Programs Division officials with respect to the position structure for the proposed [REDACTED]

25X1A [REDACTED] Discussions were also held with the Support Staff with respect to future action that should be taken to implement the survey conducted last year at [REDACTED]

STATSPEC c. A survey has been initiated in [REDACTED] in the Production, Operations, and Propaganda Branches. Some 140 positions are involved.

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2. Activity on Discontinued Service Retirement:

	<u>Civil Service</u>	<u>CIARDS</u>
Applications Received FY 71	60	25
Effective July through January	42	20
Effective Remainder FY 71	18	5
Declared Intent for FY 71	4	4

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3. Retirement Affairs Training: Last week, [REDACTED]

Retirement Counselor, attended a seminar on Retirement Planning and Retirement Counseling conducted by the American Management Association. He reported that in relation to what he learned at the seminar, our program appears to be well in advance in content and procedure.

4. Reserve Affairs Speaker: Brigadier General J. W. Donaldson, Chief, European Division, Office, Joint Chiefs of Staff, is scheduled to address the Agency's military reserves tonight, 1 February 1971. He will speak on the subject of "NATO" starting at 1745 hours.

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5. Army Award for Career Trainee: [REDACTED]

Infantry, Career Trainee (interim assignment in OGR) was awarded the Certificate of Achievement for meritorious service as Trial and Defense Counsel, Courts

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[REDACTED]

held in the Office of the Chief, MMFD, on 27 January 1971.

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6. Cooperative Education: [REDACTED] attended the Cooperative Education Conference at Tampa, Florida during the week of 18 January. A program is attached, as well as the agenda concerning a very interesting workshop on black students which he attended.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Atts

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OD/Pers, [REDACTED] djp (1 Feb 71)

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